



CITY OF SAN ANTONIO  
SAN ANTONIO FIRE DEPARTMENT  
FIRE PREVENTION DIVISION



TO: Participating Fire Sprinkler Contractors and Professional Engineers

SUBJECT: **INFORMATION BULLETIN 107**  
**Fire Sprinkler Permit Application and Checklist**

DATE: April 17, 2007  
*Revised: June 28, 2012*

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### **Introduction**

The following Application and Checklist is furnished for the purpose of expediting the City review of plans and specifications submitted for fire sprinkler, fire standpipe, underground fire main and fire hydrant permits issued by the San Antonio Fire Department (SAFD). The Checklist does not constitute a complete list of all items that may be required for approval during the plans review process prior to permit issuance. The owner or owner's representative is responsible for compliance with the requirements of applicable City of San Antonio (COSA) codes and standards.

### **Professional Engineer (P.E.) Certification of Fire Sprinkler Plans**

As an option to our customers, a customer service initiative has been implemented by SAFD whereby certified plans will be accepted in lieu of a complete plan review by COSA staff. If the customer chooses this option, sprinkler system design documents shall be reviewed and certified as meeting the requirements of the current COSA Fire Code with local amendments by a registered Fire Protection Engineer licensed by the State of Texas. See **Information Bulletin 102b** for plan certification and submittal procedures.

### **Optional Professional Engineer (P.E.) Fire Sprinkler "Design" Submittal**

As an option, engineers licensed by the State of Texas may also submit Fire Sprinkler designs for review and approval prior to a fire sprinkler contractor being selected. Customers choosing this option shall complete:

- The Fire Sprinkler Permit Application just as a traditional submittal with a few exceptions.
  - Section **B1** (Contractor Information) will be completed if the contractor has already been selected for the project.
  - Section **B2** (Fire Sprinkler System Engineer Design) shall be completed for all P.E. design submittals.
- The P.E. Submittal Automatic Fire Sprinkler Contractor Certification Statement signed by the sprinkler contractor, P.E., and owner. See the attachment at the end of the application.
- Two (2) copies of complete working plans (i.e., shop drawings) and calculations. Preliminary or performance specification type submittals are not acceptable and will not be reviewed under this process.

The permit will not be released until the contractor has been selected and notification has been made to the Fire Marshal's Office. Note the permit shall not be released until the associated building permit is released.

### **Fast-Track Fire Sprinkler Permits**

In order to allow fire sprinkler work to begin as soon as possible, SAFD offers the optional Fast-Track Fire Sprinkler Permit, which allows the fire sprinkler contractor to begin work prior to submittal of fire sprinkler plans for plan review. To obtain a Fast-Track Fire Sprinkler Permit, submit a completed Fast-Track Fire Sprinkler Permit Application signed by both the fire sprinkler contractor and the general contractor (see **Information Bulletin No. 108**). This bulletin is available on the City of San Antonio's webpage ([www.sanantonio.gov/dsd](http://www.sanantonio.gov/dsd)). The following Application and Checklist is not required to obtain a Fast-Track Fire Sprinkler Permit.

### **Fire Sprinkler Modifications Involving Twenty (20) Heads or Less**

As a customer service initiative, SAFD has developed a policy regarding fire sprinkler system modifications which involve twenty (20) or fewer sprinkler heads (see **Information Bulletin No. 109**). The following Application and Checklist is required to obtain a permit for work of this scope.

### **Permit and Licensing Requirements**

Fire protection permits will be issued to the Fire Protection Contractor performing the work. Such contractor shall be licensed per the licensing regulations of the Texas State Fire Marshal's Office.

**NOTE: Approved plan "designs" submitted by a P.E. where an installing contractor has not yet been selected will not be released until a selection and notification to the Fire Marshal's Office has been made. The P.E. will be notified that this is the only item affecting the permit issuance.**

### **Required plans and submittal location**

Drawings shall be of such size necessary to provide legible text, dimensions and details. All plans, specifications and hydraulic calculations shall bear the non-photocopied seal of an engineer registered to practice in the State of Texas or the name and certification number of a person licensed as an RME (Responsible Managing Employee) by the Texas State Fire Marshal's Office. Plans submitted for permit review by the City shall be completed 'For Construction' documents. Plans including the phrase 'Preliminary - Not For Construction' will not be accepted for permit review. This requirement is necessary to expedite your project through the City's plans review procedures and save unnecessary delays caused by review of construction plans that are incomplete and not for construction.

A completed Application and Checklist (see Section II of this document) along with two (2) fire sprinkler drawing sets, two (2) copies of specifications and one (1) copy of hydraulic design calculations shall be submitted to the following location:

**San Antonio Fire Department – Fire Prevention Division  
Attn: Earl Crayton - Fire Marshal  
1901 S. Alamo  
San Antonio, Texas 78204  
Tel: (210) 207-8410, Fax: (210) – 207-7949**

### **Resubmittal of Plans**

Resubmittal of plans in response to plan review comments of City plan review staff must be made through SAFD to ensure that the approved fire sprinkler permit plans comply with the requirements of City departments involved in the plan review process. Resubmittals will not be accepted without a cover letter that addresses each denial comment. The cover letter is to be signed and dated by the R.M.E and is to correct or clarify each denial comment or shall reference any attached revised sheets or calculations. All responses shall be signed by the R.M.E., including emails. When revised plans are required with a submittal, provide two (2) sets with your resubmittal package. Revised plans shall be



identified with the appropriate revision number and date with revised area(s) clouded. When revised calculations or additional manufacturer's data sheets are required with a submittal, provide one (1) copy of each with your resubmittal package. Revised calculations shall be identified as "Revised" with the revision date on the cover page for each calculation.

You are encouraged to contact the plans examiners from those City departments involved in order to clarify the requirements of their review. However, no approvals will be given without resubmitting plans or required information through SAFD for incorporation into the approved fire sprinkler permit plans.

### **Stamping of additional sets of plans**

One set of plans shall be provided to the applicant upon permit issuance. The City will not stamp or return additional sets of plans if submitted. It is up to the fire sprinkler contractor to make copies of the approved plans that they receive from the City if needed.

### **Applicable Codes and Standards:**

The following model codes and National Fire Protection Association (NFPA) standards are currently adopted as amended by the City of San Antonio Code:

- 📖 **International Building Code**, 2012 Edition, as adopted by Chapter 10, Buildings, Code of Ordinances
- 📖 **International Fire Code**, 2012 Edition, as adopted by Chapter 11, Fire Prevention, Code of Ordinances
- 📖 **NFPA 13** Standard for the Installation of Sprinkler Systems, 2010 Edition
- 📖 **NFPA 13R** Standard for the Installation of Sprinkler Systems in Residential Occupancies Up to Four Stories in Height, 2010 Edition
- 📖 **NFPA 13D** Standard for the Installation of Sprinkler Systems in One-and Two- Family Dwellings and Manufactured Homes, 2010 Edition
- 📖 **NFPA 14** Standard for the Installation of Standpipe Systems, 2010 Edition
- 📖 **NFPA 20** Standard for the Installation of Fire Pumps, 2010 edition
- 📖 **NFPA 24** Standard for the Installation of Private Fire Service Mains and Their Appurtenances, 2010 edition
- 📖 **NFPA 25** Standard for the Inspection, Testing, and Maintenance of Water-Based Fire Protection Systems, 2011 edition
- 📖 **NFPA Standards 12, 12A, 16, 16A, 17, 17A, 22 and 33**, editions as referenced in the International Fire Code

### **Estimated Plan Review Turnaround Time:**

- 🕒 **New system:** 90% of plans reviewed in twenty-one (21) calendar days or less.
- 🕒 **Modification to an existing system:** 90% of plans reviewed in ten (10) calendar days or less.
- 🕒 **Underground system:** 90% of plans reviewed in ten (10) calendar days or less.
- 🕒 **Resubmittal (all system types):** 90% of plans reviewed in seven (7) calendar days or less.

Please note that the estimated plan review turnaround times stated above reflect the time required to complete a first review or a resubmittal review and does not indicate the time required for approval of the plans. Approval of the plans depends upon the accuracy and completeness of the submitted plans by the owner's design professional. The applicant is further advised that additional permits may be required

from other City departments outside of this plans review submittal (e.g., above ground storage tank permit for diesel tank for fire pump).

Also note that these turnaround times listed above are estimates only and may be changed due to factors such as the City's staffing levels, current workload, quality of plans submitted, etc. Please contact the Sr. Fire Protection Engineer at (210) 207-8056 or one of the Fire Protection Specialists at (210) 207-8160 or (210) 207-0137 for current turnaround times.

A handwritten signature in black ink, appearing to read "Earl Crayton II", written over a horizontal line.

Earl Crayton II  
Assistant Chief/Fire Marshal  
San Antonio Fire Department



**CITY OF SAN ANTONIO**  
**FIRE DEPARTMENT**  
**FIRE SPRINKLER PERMIT APPLICATION AND CHECKLIST**



(Please complete all of the following information. Please print.)

<b>A. General Information:</b>				
Type of Work (select all that apply):		New Structure: <input type="checkbox"/>	Existing Structure: <input type="checkbox"/>	
		New System: <input type="checkbox"/>	Renovation to Existing System: <input type="checkbox"/>	
Project Name:				
Project Address:				
Street		Building	Suite	Zip Code
Scope of Work:				
Occupancy Type:			Occupant Load:	
Number of Plans Submitted:			Number of Pages:	
Is this a PE Submittal? (Y or N)			If Y, complete Parts B1 (if known), B2, and D through K If N, complete Parts B1 and D through K	

**NOTE: Professional Engineer "Design" submittal – Complete B1 (if known)**

<b>B1. Fire Sprinkler System Contractor Information:</b>				
Licensed Fire Sprinkler System Contractor Requesting Permit:				
COSA I.D. Number:		General Contractor:		
Contractor Address:				
Street		Building	Suite	Zip Code
Company Registration Number:			Expiration Date:	
Business Phone #:	(   )   -	Fax#:	(   )   -	
<b>Point of Contact/Licensee Information:</b> (If Contact/Licensee is a new to the system, please fill in all information. If the Contact/licensee already exists, provide name, ID, and license number and update any required information.)				
Applicant's Name:				
Applicant's Position/Title:				
Day Phone #:	(   )   -	Mobile Phone #:	(   )   -	
Fax #:	(   )   -	Email:		

<b>For SAFD Use Only:</b>	
A/P#:	Permit Date:

**NOTE: Fill out B2 for Professional Engineer Design submittals only**

<b>B2. Fire Sprinkler System Professional Engineer Design:</b>				
Licensed Professional Engineer				
COSA I.D. Number:		Texas P.E. Number		
Address:				
Street		Building	Suite	Zip Code
Firm Registration Number:			Expiration Date:	
Business Phone #:	( ) -	Fax#:	( ) -	
<b>Point of Contact/P.E. Information:</b> (If Contact/P.E. is a new to the system, please fill in all information. If the Contact/licensee already exists, provide name, ID, and license number and update any required information.)				
Applicant's Name:				
Applicant's Position/Title:				
Day Phone #:	( ) -	Mobile Phone #:	( ) -	
Fax #:	( ) -	Email:		

<b>C. Building Information:</b>		
Number of Floors:		
Check the appropriate line below if this work is associated with any of the following types of work. List the City of San Antonio Building Permit Number. (Check one – Required):		
<u>COSA DSD A/P#</u>		
<input type="checkbox"/>	New Building(s)	
<input type="checkbox"/>	Building Addition(s)	
<input type="checkbox"/>	Building Renovation(s)	
<input type="checkbox"/>	Fire Sprinkler Work Only (No Construction)	N/A

<b>D. Work Type Description:</b> (Check one – Required):	
<input type="checkbox"/>	New Sprinkler System
<input type="checkbox"/>	Sprinkler System Modification or Remodel
<input type="checkbox"/>	Major Sprinkler System Work not including Sprinkler Heads
<input type="checkbox"/>	Hydrants-Including Underground Fire Line/Main
<input type="checkbox"/>	Underground Fire Line (no fire hydrants)
<input type="checkbox"/>	Standpipes(s) <input type="checkbox"/> Class I <input type="checkbox"/> Class II <input type="checkbox"/> Class III

<b>E. System Work Description (Check one – Required):</b>							
<input type="checkbox"/>	Overhead Only						
<input type="checkbox"/>	Overhead and Stub-out (5'-0" outside to 1'-0" AFF)						
<input type="checkbox"/>	Stub-out and Underground/Main						
If Underground Fireline, is Stub-out included? <input type="checkbox"/> Yes <input type="checkbox"/> No							
<b>F. System Details (Check one – Required):</b>							
	Number of Heads added to (Existing Lines/Outlets)						
	Number of Heads added to New Lines						
	Number of Heads Relocated						
	<b>Total Heads</b>						
	Number of New Branch Lines						
	Number of Standpipes						
	Number of Hydrants						
	<b>IFC Year (Required)</b>						
<b>G. System Type (Check one-Required):</b>							
<b>Type of System :</b>							
<input type="checkbox"/>	Wet						
<input type="checkbox"/>	Dry						
<input type="checkbox"/>	Deluge						
<input type="checkbox"/>	Foam						
<input type="checkbox"/>	Standpipe						
<b>H. Design Method (Check one – Required):</b>							
<input type="checkbox"/>	Hydraulically Calculated			<input type="checkbox"/>	High Piled Stock		
<input type="checkbox"/>	Pipe Schedule System			<input type="checkbox"/>	In-Rack Sprinklers		
<b>I. Sprinkler Design Type (Check one – Required):</b>							
<input type="checkbox"/>	NFPA 13	Edition		<input type="checkbox"/>	NFPA 24	Edition	
<input type="checkbox"/>	NFPA 13 D	Edition		<input type="checkbox"/>	FM Data Sheet No.	Edition	
<input type="checkbox"/>	NFPA 13R	Edition		<input type="checkbox"/>	Others (Specify)		
<input type="checkbox"/>	NFPA 20	Edition					
<input type="checkbox"/>	NFPA 231	Edition					
<input type="checkbox"/>	NFPA 231C	Edition					
<b>J. Specialized Circumstances (Check one – Required):</b>							
<b>Specialized System Type :</b>							
<input type="checkbox"/>	Backflow Preventer						
<input type="checkbox"/>	Canopy/Overhang(s)						
<input type="checkbox"/>	Detector Check						
<input type="checkbox"/>	Elevator/Escalator						
<input type="checkbox"/>	Fire Pump						
<input type="checkbox"/>	Hidden Comb. Construction						
<input type="checkbox"/>	Not Applicable						



**K. Checklist for Plans Submittal:**

The following information lists the basic plans submittal requirements for applicable COSA departments to complete their plans review. Mark "REQ" when the item is required and included in your submittal; mark "N/A" when the item is not applicable to your project. This checklist is to be completed by the applicant (see Section C) in its entirety.

**1. General:**

REQ: <input type="checkbox"/>	NA: <input type="checkbox"/>	a. Code Modification Requests (CMR) and/or Approved Alternative Method designs - If design is based on an approved CMR
REQ: <input type="checkbox"/>	NA: <input type="checkbox"/>	b. Preliminary Code Review Design Meeting correspondence. Include a copy of the approved correspondence regarding any Preliminary Code Review Design Meetings applicable to this project.
REQ: <input type="checkbox"/>	NA: <input type="checkbox"/>	c. All plans (i.e., each sheet) are to be signed by the R.M.E. for the installing contractor with the R.M.E.'s licensing information and company name. Note that R.M.E, signature is to be updated for each revision submitted to the City on each revised sheet.
REQ: <input type="checkbox"/>	NA: <input type="checkbox"/>	d. Letter from the owner for Assisted Living Homes stating the number of patients and that all are capable of self-preservation

**2. Automatic Fire Sprinkler and Standpipe Systems:**

REQ: <input type="checkbox"/>	NA: <input type="checkbox"/>	a. Show the NFPA standard(s) and edition of the standard(s) utilized in design of the fire sprinkler system.
REQ: <input type="checkbox"/>	NA: <input type="checkbox"/>	b. Show reference information of "work by others" including, but not limited to, fire service line.
REQ: <input type="checkbox"/>	NA: <input type="checkbox"/>	c. Show occupancy/hazard classification and design density information.
REQ: <input type="checkbox"/>	NA: <input type="checkbox"/>	d. Show description of use for all portions of the building (including room names)
REQ: <input type="checkbox"/>	NA: <input type="checkbox"/>	e. List the construction type of the building, (i.e., obstructed/unobstructed construction). Indicate if there are unsprinklered, concealed combustible spaces.
REQ: <input type="checkbox"/>	NA: <input type="checkbox"/>	f. Indicate whether sprinkler system design is pipe schedule, hydraulically designed, or special design.
REQ: <input type="checkbox"/>	NA: <input type="checkbox"/>	g. Show all applicable design info as specified in NFPA 13, 13R, 13D, 14, 20, 33, etc.
REQ: <input type="checkbox"/>	NA: <input type="checkbox"/>	h. Show ceiling heights for all rooms and areas.
REQ: <input type="checkbox"/>	NA: <input type="checkbox"/>	i. Show full height cross-section or details with dimensions as necessary to reflect sprinkler and piping locations in relation to obstructions for all atypical conditions.
REQ: <input type="checkbox"/>	NA: <input type="checkbox"/>	j. Indicate type of sprinkler system: wet pipe system, dry pipe system, etc.
REQ: <input type="checkbox"/>	NA: <input type="checkbox"/>	k. Provide hydraulic design calculations for new systems or for modifications to an existing system which affects the hydraulically most remote area of the system.
REQ: <input type="checkbox"/>	NA: <input type="checkbox"/>	l. Provide fire stop assembly design number (UL or other approved assembly) and complete construction details for sprinkler system piping penetrations of fire resistive assemblies.
REQ: <input type="checkbox"/>	NA: <input type="checkbox"/>	m. Indicate electrical supervision or other approved method of supervision of valves controlling the water supply for automatic fire sprinkler systems.



REQ: <input type="checkbox"/>	NA: <input type="checkbox"/>	n. Show the use of special sprinklers, such as extended coverage or ESFR sprinklers, or special conditions, such as the use of a water curtain, as applicable. Show the method of protection as required for nonmetallic piping, as applicable.
REQ: <input type="checkbox"/>	NA: <input type="checkbox"/>	o. Provide manufacturer's data sheets and listing information for special piping, sprinklers, and other applicable fire protection appurtenances.
REQ: <input type="checkbox"/>	NA: <input type="checkbox"/>	p. For modifications, show make and model of existing sprinklers in addition to new sprinklers being used.
REQ: <input type="checkbox"/>	NA: <input type="checkbox"/>	q. For modifications, continue the existing system to one branch line or sprinkler beyond the scope of work and/or any areas within scope that are not in contract.
REQ: <input type="checkbox"/>	NA: <input type="checkbox"/>	r. Provide signed copy of water supply flow test report, including, but not limited to, flow location, static and residual pressures in PSI, flow in GPM, date of test, name of party who conducted test or supplied information. See COSA fire flow test report form and IB143 Fire Flow Test Reports <a href="http://epay.sanantonio.gov/dsddocumentcentral/upload/IB143.pdf">http://epay.sanantonio.gov/dsddocumentcentral/upload/IB143.pdf</a>
REQ: <input type="checkbox"/>	NA: <input type="checkbox"/>	s. For storage and/or warehouse occupancies provide information regarding commodity, commodity classification, encapsulated (method of packaging), height of storage, storage arrangement (i.e., aisles, piles, on pallets, racks, arrays, etc.), in-rack sprinklers, as applicable and small hose stations.
REQ: <input type="checkbox"/>	NA: <input type="checkbox"/>	t. For new buildings or building additions four or more stories in height, note that standpipes shall be provided during construction in accordance with Section 1313 of the 2012 IFC.
REQ: <input type="checkbox"/>	NA: <input type="checkbox"/>	u. Show the materials, listing information, and installation specifications for the piping, fittings, and hangers.
REQ: <input type="checkbox"/>	NA: <input type="checkbox"/>	v. Location of Fire Department connections at building.
REQ: <input type="checkbox"/>	NA: <input type="checkbox"/>	w. Standpipe and hose cabinet locations within the building.
REQ: <input type="checkbox"/>	NA: <input type="checkbox"/>	x. Show main drain test connections to permit flow tests of water supplies and connections.
REQ: <input type="checkbox"/>	NA: <input type="checkbox"/>	y. Show Class I standpipe outlet connection on each side of the wall adjacent to the exit opening of a horizontal exit, as applicable.
REQ: <input type="checkbox"/>	NA: <input type="checkbox"/>	z. Show location and type of all valves controlling the water supply.
REQ: <input type="checkbox"/>	NA: <input type="checkbox"/>	aa. Note on the plans the specifications for fire pumps, including rated capacity in GPM and rated net pressure in PSI.
REQ: <input type="checkbox"/>	NA: <input type="checkbox"/>	bb. ALL hydraulic references nodes shown in calculations must be shown on plans.
<b>3. Underground Fire Main and/or Fire Hydrants</b>		
REQ: <input type="checkbox"/>	NA: <input type="checkbox"/>	a. If scope includes piping to 1'-0" A.F.F., include detail of spigot piece from 5'-0" out with rod sizing and dimensions.
REQ: <input type="checkbox"/>	NA: <input type="checkbox"/>	b. Include detail of backflow prevention device with size, make and model number.
REQ: <input type="checkbox"/>	NA: <input type="checkbox"/>	c. Include detail of fire hydrant(s) including the maximum and minimum dimensions.
REQ: <input type="checkbox"/>	NA: <input type="checkbox"/>	d. Include on plans the type, lengths and minimum bury depth for underground pipe.
REQ: <input type="checkbox"/>	NA: <input type="checkbox"/>	e. Include detail of F.D.C. including dimensions.

REQ: <input type="checkbox"/>	NA: <input type="checkbox"/>	f. Include thrust block locations and details.
<b>4. Fire Pumps</b>		
REQ: <input type="checkbox"/>	NA: <input type="checkbox"/>	a. Submit manufacturer's data sheets for fire pump and all associated equipment
REQ: <input type="checkbox"/>	NA: <input type="checkbox"/>	b. Show piping layout including feed-in and supply-out.

**L. Expiration of Application:**

An application for a permit for any proposed work or operations shall be deemed to have been abandoned one hundred eighty (180) days after the date of filing, unless such application has been diligently prosecuted or a permit shall have been issued; except that the fire code official is authorized to grant one or more extensions of time for additional periods not exceeding one hundred eighty (180) days each if there is reasonable cause. (2012 IFC Section 105.3.1 and 105.3.2 )

**M. Certification: (Required)**

I have read and examined this completed application and hereby certify that the information contained within it is true and correct, to the best of my knowledge. All provisions of law and ordinance governing this type of work will be complied with whether specified or not. The granting of a permit does not presume to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction. I also understand that the installation of any of the work related to this permit application shall not proceed until approved plans are issued from the City of San Antonio, unless an approved Fast-Track Fire Sprinkler Permit has been issued for this project.

Signature:		Date:	
Print Name:			



# CITY OF SAN ANTONIO

## DEVELOPMENT SERVICES DEPARTMENT

TO: City of San Antonio Fire Department  
Fire Prevention Division  
1901 S. Alamo  
San Antonio, Texas 78204  
Office: (210) 207-8410

### PE SUBMITTAL AUTOMATIC FIRE SPRINKLER SYSTEM CONTRACTOR CERTIFICATION STATEMENT

RE: Project Address: \_\_\_\_\_  
Project Name: \_\_\_\_\_  
Project AP#: \_\_\_\_\_

We hereby certify that the following sprinkler contractor has been selected for the above-referenced automatic fire sprinkler system plan(s).

Licensed Fire Sprinkler System Contractor Name (printed):					
Position/Title:					
Signature:				Date	
Company Name:					
COSA I.D. Number:		General Contractor:			
Contractor Address:					
		Street	Building	Suite	Zip Code
Company Registration Number:		Expiration Date:			
Business Phone #:		( ) -		Fax#:	( ) -
Mobile Phone #:		( ) -		Email:	
Owner Signature:				Date	
Name (printed):					
PE Signature:				Date	
Name (printed):					